

Government of St Vincent and the Grenadines

SCHOOL IMPROVEMENT PROJECT

CONSULTANCY SERVICES FOR PROCUREMENT OFFICER

REQUEST FOR EXPRESSIONS OF INTEREST

The **Government of St. Vincent and the Grenadines** has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to sixteen million, United states dollars (US\$16 million)towards the cost of School Improvement Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of the government of St. Vincent and the Grenadines and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than Government of St. Vincent and the Grenadines shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Finance, Economic Planning and Information Technology, the Executing Agency, now wishes to procure consultancy services for a **Procurement Officer**.

The objective of the consultancy is to support the Project Coordinating Unit (PCU) by managing all procurement activities envisaged under the project for the successful implementation of the education programme. The Procurement Officer will ensure adherence to the CDB procurement procedures, laws and regulations. Specifically, the Procurement Officer will develop and supervise procurement plans in accordance with the programme's annual operating plans; coordinate procurement activities for goods and services; prepare and evaluate bid documents and contracts; liaise with suppliers to verify and develop specifications for purchase requests; consult price lists and catalogues and communicate with suppliers to obtain information on prices and services; advise the project coordinator on contractual rights and obligations; evaluate contract performance for compliance; manage the procurement process for hiring consultants, including preparing Terms of References, evaluating proposals and negotiating contracts; prepare and submit timely procurement reports to the Programme Manager and maintain accurate records for procurement activities.

The duration of the assignment will be for a period of **one year** with the possibility of renewal based on performance and programme needs.

The Ministry of Finance, Economic Planning and Information Technology now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.¹ Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the *Procurement Procedures for Projects Financed by CDB (January, 2021)*, as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in **English**. Further information may be obtained from the **first address** below between 0830 and 1600 hours Monday to Friday.

Two (2) hard copies of the Expressions of Interest must be received at the **first address** below **no later than 1200 on Monday, 12 August 2025** and one electronic copy must be sent simultaneously to CDB at the **second address** below and also to first address. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Procurement Officer.”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services.

Government of St. Vincent and the Grenadines reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

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